



## VENDOR EXPRESS

The Coast Guard has changed its preferred method of paying its vendors. Your company can now receive payments by Vendor Express or direct deposits to your bank account, rather than by check. No more waiting for checks to arrive; no more risk of a lost, stolen, or misplaced check; and your funds are available on the payment due date.

Each payment to your bank will include all pertinent accounting information on an addendum record. You and your bank should agree on how often you receive the addendum information. Enclosure (1), a Vendor Express Agreement form, is provided for your use in establishing this agreement.

Enclosure (2), the Vendor Express enrollment form, must be completed and returned in order for you to receive payment by direct deposit. We have filled in the agency information section of the form. To expedite your invoice payments by direct deposit, it is imperative that you also provide a list of **ALL** remittance addresses currently used on your invoices. Enclosure (3) is provided for your convenience. Have your bank complete the financial institution's section, and return the completed original form to **Vendor Express Program, USCG Finance Center, 1430A Kristina Way, Chesapeake, VA 23326**. We'll do the rest!

Two booklets, "Vendor Express and the Vendor" and "Vendor Express and The Bank", are available upon request if either you or your bank would like detailed information on the program. We believe you will find Vendor Express a prompt and convenient method for receiving your payments, and we look forward to your company's participation in the program. If you have any questions, please call the **VENDOR EXPRESS LINE, (804) 523-6086**.

*Joycelyn Fitzgerald*  
JOYCELYN FITZGERALD

Chief, Payment Branch  
U.S. Coast Guard

By direction of the Commanding Officer

- Encl: (1) Vendor Express Agreement  
(2) SF-3881, Vendor Express Enrollment Form  
(3) Vendor Express Remittance Address Form